



Baltimore City Department of Human Resources

Gladys B. Gaskins, Director of Human Resources

Stephanie Rawlings-Blake, Mayor

EXAMINATION FOR: WATER PUMPING ASSISTANT MANAGER (PROMOTION)

SALARY: \$53,900 – \$76,000

GRADE: 116

CLOSING DATE: April 1, 2011 is the last day to file an application.

POSITION: A Water Pumping Assistant Manager participates in planning, coordinating and directing the operation or maintenance of a water pumping system including a telemetry control center. Employees work a conventional workweek, but are subject to callback in emergency situations.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible classified City employees must:

Have a valid Permanent State of Maryland Water Distribution 1 Certificate issued by the Board of Waterworks and Waste Systems Operators;

AND

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have a bachelor's degree from an accredited college or university;

AND

Have four years of experience in the operation and minor maintenance of water pumping stations and equipment including two years of such supervisory responsibilities as disciplining, evaluating the performance of and recommending the hiring, firing and promoting of others.

One year of additional experience in the operation of water pumping stations and equipment may be substituted for each year of the college or university requirement.

NOTE: YOUR CERTIFICATE AND LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

NOTE: Employees must hold and maintain a valid Permanent State of Maryland Water Distribution 1 Certificate, issued by the Board of Waterworks and Waste Systems Operators, throughout employment.

NOTE: Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information.

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KR/mb POSTED: 03/21/11

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The certificate, license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Public Works
200 North Holliday Street
Room 200
Baltimore, Maryland 21202



Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202